

EXPORT-IMPORT BANK OF THE UNITED STATES

APPLICATION FOR MULTIBUYER EXPORT CREDIT INSURANCE POLICY

Including Small Business, Small Busi. Environmental and Small Busi. Y2K Policies **not** including the Umbrella Policy

1. Name of Applicant: _____ dba: _____
Contact: _____
2. Address: _____
Phone: _____ Fax: _____ E-Mail: _____
3. You may appoint a broker as your agent to assist you in export credit insurance matters. Please check one of the boxes below.
Name of Insurance Broker (if any): _____ Broker # _____
Contact: _____ Phone: _____ Fax: _____ E-Mail: _____
☐ Please provide us with a list of export credit insurance brokers servicing our area.
4. Primary reason for application (check one):
☐ Risk Mitigation ☐ Financing ☐ Extend More Competitive Terms ☐ Other (explain): _____
5. Background Summary a) Date incorporated: _____ b) Total Annual Sales: _____
c) Number of Employees _____ d) Standard Industrial Classification (SIC) Code (if known): _____
e) Indicate (Not Required) if owned by a: ☐ Woman or ☐ Ethnic Minority, describe _____
f) Tax ID #: _____ g) DUNS #: _____ h) Congressional District: _____
6. a) Number of years exporting: _____
b) Number of years exporting on payment terms other than cash in advance or letter of credit: _____
7. a) Products to be Exported: _____
b) Do you manufacture the products to be exported? ☐ Yes ☐ No, if no provide a list of products and suppliers with addresses.

Ex-Im Bank-Eligible Products

Ex-Im Bank insurance is available for transactions involving products that are produced or manufactured in the United States **and** where no more than 49% of the product's value (exclusive of markup) originates outside the United States.

- c) Are each of the products indicated above produced or manufactured in the United States?
☐ Yes ☐ No (explain): _____
 - d) If yes, does more than 49% of the product value (exclusive of markup) originate outside the U.S.?
☐ No ☐ Yes (explain): _____
 - e) Is any value added to the product after export from the U.S. but before delivery to your foreign buyer?
☐ No ☐ Yes (explain): _____
 - f) Are products listed on the United States Munitions List? (part 121 of Title 22 of the Code of Federal Regulations)
☐ Yes ☐ No
 - g) Are the products ☐ New ☐ Used? If used, attach a Used Equipment Questionnaire.
-
- | | | |
|----------------------------------|-------------|----------------------------------|
| 8. a) Percent of Foreign Buyers: | _____ % | Manufacturers |
| | _____ % | Wholesalers/Distributors/Dealers |
| | _____ % | Retailers |
| | _____ % | End Users |
| | 100 _____ % | Total |
| b) Percent of Foreign Buyers: | _____ % | Private |
| | _____ % | Government |
| | 100 _____ % | Total |

9. Additional Named Insured(s): Name(s) of any parent, subsidiary or majority-owned affiliate also invoicing export sales of "Ex-Im Bank-Eligible Products" in its name and whose sales you would like to include under this insurance policy (please include those sales when answering all questions below).

Company	City/State/Country	Relationship to Applicant
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Will any shipments be made by you or your subsidiaries or affiliates listed above in item 9 from countries other than the United States? ☐ No ☐ Yes (explain): _____

11. a) Export sales of "Ex-Im Bank-Eligible Products" made during the **last** three years **and those projected for the next 12 months:**

Year	All Letter of Credit Terms and Cash in Advance	All Other Credit Terms
1) _____	\$ _____	\$ _____
2) _____	\$ _____	\$ _____
3) _____	\$ _____	\$ _____
4) Next 12 Months	\$ _____	\$ _____

- b) Maximum amount of export receivables arising from sale of "Ex-Im Bank-Eligible Products" expected to be outstanding at any one time during the **next** 12 months: \$ _____

- c) Please complete the information in Appendix A on page 5.

12. Maximum amount outstanding at any one time by your foreign buyers of "Ex-Im Bank-Eligible Products" during the **last** 12 months (**exclude** foreign buyers sold on terms of cash in advance or confirmed letters of credit):

Maximum Outstanding By Buyer	No. of Buyers in Range		Maximum Outstanding By Buyer	No. of Buyers in Range	
	Unconfirmed Letter of Credit	All Other Credit Terms		Unconfirmed Letter of Credit	All Other Credit Terms
\$ 0 - 25,000	_____	_____	\$100,001 - 300,000	_____	_____
25,001 - 50,000	_____	_____	300,001 - 500,000	_____	_____
50,001 - 75,000	_____	_____	500,001 - 1,000,000	_____	_____
75,001 - 100,000	_____	_____	Over 1,000,000	_____	_____
Totals			_____		

13. Please list your five largest foreign buyers of "Ex-Im Bank-Eligible Products" below (exclude foreign buyers sold on terms of cash in advance or confirmed letters of credit):

Buyer Name/City/Country	Prior Year Shipment Volume	Payment Terms	Credit Limit Needed
a) _____	\$ _____	_____	\$ _____
b) _____	\$ _____	_____	\$ _____
c) _____	\$ _____	_____	\$ _____
d) _____	\$ _____	_____	\$ _____
e) _____	\$ _____	_____	\$ _____

14. a) Total of all export receivables presently outstanding:

\$ _____ as of _____ (Date)

- b) Amounts past due from the total outstandings shown in 14. a) (please do **not** show a "straight" aging of receivables):

\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
1-60 Days Past Due	61-90 Days Past Due	91-180 Days Past Due	181-360 Days Past Due	Over 360 Days Past Due

- c) Total number of foreign buyers past due from the total outstandings shown in 14. a): _____

- d) Please attach explanation of amounts past due by more than 60 days (specify reason, country, buyer and collection efforts taken).

15. Have any export obligations been rescheduled during the last 12 months? ☐ No ☐ Yes (please provide details in an attachment)

16. Please indicate all export receivable losses during the last three years:

Year	Amount	Explanation of Loss (Specify reason, country, buyer)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

17. Have you ever applied for, or received the benefit of, a U.S. Small Business Administration or Ex-Im Bank program such as a Working Capital Loan Guarantee or Insurance Policy? ☐ No ☐ Yes (describe agency, program, outcome and status):

18. Applicant's principal banking relationships:

Relationship	Bank Name	City/State	Contact Name
RECEIVABLES FINANCING	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

19. Please provide the following information:

- a) All applicants:
- A credit agency report dated within 6 months of the application or attach check for \$35 payable to Ex-Im Bank.
 - Completed Credit and Collection Procedures Questionnaire (Attached).
 - Descriptive product brochures (if available).
 - Resumes of person(s) responsible for international credit evaluation.
 - Your 2 most recent fiscal years' audited or signed unaudited financial statements (with notes if available).
- b) Applicants for the **Small Business, Small Business Environmental and Small Business Y2K Policies** must be a small business as defined by the U.S. Small Business Administration (SBA), have average annual export credit sales of less than \$3 million over the past 2 years, and submit the following:
- A reference letter dated within 6 months of the application from the applicant's principal bank (preferably the bank which has a lending facility) and
 - 2 trade references dated within 6 months of the application from the applicant's principal commercial suppliers.

If the applicant desires an "Enhanced Assignment" the financial statements must be as follows:

Limit of Liability (see 11.b.)

\$500,000 or less

\$500,001 - \$999,999

\$1,000,000 or more

Minimum Requirement

signed by an authorized officer for the applicant

reviewed by a CPA with notes attached

audited by a CPA with opinion and notes

NOTE: Refer to Ex-Im Bank's Short Term Credit Standards (EIB99-09) for Exporters: New Policies, Discretionary Credit Limits, and Enhanced Assignments to determine the likelihood of approval of a policy and for those benefits.

20. For applications submitted prior to January 1, 2000 attach an Ex-Im Bank Y2K survey.

Please complete: The applicant was informed about Ex-Im by: ☐ An Ex-Im Regional Office: _____

☐ An Ex-Im City/State Partner: _____ ☐ A U.S. Export Assistance Center: _____

☐ A Broker: _____ ☐ A Bank: _____

☐ A Local Development Authority: _____ ☐ Other (specify): _____

21. CERTIFICATIONS OF APPLICANT TO EXPORT-IMPORT BANK OF THE UNITED STATES

a) The applicant certifies that it is (check one):

- ☐ a corporation organized and existing under the laws of the United States or a jurisdiction thereunder, or an individual or partnership resident in the United States; or
☐ a foreign corporation, partnership or individual registered to do business in the United States.

b) The applicant and each additional named insured applicant has not entered into any contract of insurance or indemnity in respect of any case of loss covered by the Export Credit Insurance Policy or loss chargeable to a deductible under such Policy, and the applicant will not enter into any such contract of insurance or indemnity without Ex-Im Bank's consent in writing.

c) The applicant certifies that it is not currently, nor has it been within the preceding three years;

- (1) debarred, suspended or declared ineligible from participating in any Federal transaction or
- (2) formally proposed for debarment, with a final determination still pending;
- (3) voluntarily excluded from participation in a Federal transaction; or
- (4) indicted, convicted or had a civil judgement rendered against it for any of the offenses listed in the Regulations governing Debarment and Suspension (Government Wide Nonprocurement Debarment and Suspension Regulations; Common Rule).

d) The applicant states, to the best of its knowledge and belief, that **if** any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of a Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned **shall complete and submit** Standard Form-LLL, "Disclosure Form to Report Lobbying," **in accordance with its instructions**. Submission of this statement is a prerequisite for making or entering into this transaction imposed by, Article 31, United States Code, Section 1352. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. If Form-LLL is necessary, it may be obtained from Ex-Im Bank. This certification does **not** apply to commissions paid by Ex-Im Bank to insurance brokers.

e) The applicant certifies that it is not delinquent on any amounts due and owing to the U.S. Government it agencies or instrumentalities as of the date of this application.

f) The applicant certifies that the representations made and the facts stated by it in the application for said Policy **are true, to the best of its knowledge and belief, and that it has not misrepresented or omitted any material facts** relevant to said representations. The applicant agrees that such representations and facts shall form the basis of and be incorporated in the Policy, if issued, and that the truth of such representations and facts and the due performance of each and every undertaking contained herein above shall be condition precedent to any liability of Ex-Im Bank thereunder. The applicant further understands that this certification is subject to the penalties for fraud provided in Article 18, United States Code, Section 1001. The applicant undertakes to carry on business with due care in making contracts, exports, and deliveries hereunder, and in regard for the conditions of the contract and the trustworthiness of the buyer.

g) The Paperwork Reduction Act. Article 5, Code of Federal Regulations Section 1320.8(b)(3) requires Ex-Im to advise applicants:

- (1) the information collected in this application is **necessary to determine the eligibility** of the request.
- (2) the information collected will be analyzed to **determine the ability** of the participants to perform the transaction and pay for it.
- (3) **public burden** reporting for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send **comments** regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to Office of Management and Budget, Paperwork Reduction Project OMB# 3048-0009, Washington, D.C. 20503.
- (4) Ex-Im requires responses to the questions in this application under the **authority** of the Export-Import Bank Act of 1945.
- (5) the information collected will be held **confidential** subject to the Freedom of Information Act Article 5, United States Code, Section 552.
- (6) Ex-Im may not require the information requested in this application and applicants are not required to respond unless a currently valid OMB control number is displayed on the form (see upper right of each page).

(Signature)

(Print Name and Title)

Date

SMALL BUSINESS POLICIES APPLICANT CERTIFICATION

"We are an entity which together with our affiliates had average annual export credit sales during our preceding two fiscal years not exceeding \$3,000,000, excluding sales made on terms of confirmed irrevocable letters of credit or cash in advance.

Signature

Send, or ask your insurance broker or city/state participant to review and send, this application to
Ex-Im Bank, 811 Vermont Avenue, NW, Washington, D.C. 20571 or an Ex-Im Regional Office.

The Ex-Im Bank website is <http://www.exim.gov>

APPENDIX "A" TO APPLICATION FORM EIB-92-50 Please check one of the following (use separate sheets for each category):

☐ Private-Sector Buyer Types ☐ Non-Sovereign Public-Sector Buyer Types ☐ Sovereign Public-Sector Buyer Types ☐ Subsidiaries or Affiliates

Note: A "sovereign" buyer is a national government or government entity which carries the full faith and credit of the national government. Many public sector companies and government agencies do not carry the full faith and credit of their government and are considered "non-sovereign."

COUNTRY	PREVIOUS YEAR		
	No. of Buyers	Sales	Payment Terms
EXAMPLE: Mexico	10	\$2,500,000	80% CILC
			20% 60-Day O/A
TOTALS		*	

* Should equal combined totals from 11.a)3)

PROJECTED FOR NEXT YEAR			
No. of Buyers	Sales	Payment Terms	High Credit Outstanding
10	\$4,000,000	70% 60-Day O/A	\$750,000
		30% 81-120 Day Drafts	
	**		***

** Should equal combined totals from 11.a) 4)

*** Should equal amount in 11.b)

Payment Terms Index

(If more than two payment term categories apply to a country, please fill in the two most prevalent terms. Also, feel free to round off to nearest 10%.)

Cash in Advance (CIA)
Confirmed L/C (CILC)
Sight Unconfirmed L/C (Sight L/C)
Term Unconfirmed L/C
(# of Days L/C)
CAD-SDDP--see below
30-Day Drafts
60-Day Drafts
61-120 Day Drafts
121-180 Day Drafts
181-270 Day Drafts
271-360 Day Drafts
30-Day Open Account (O/A)
60-Day Open Account (O/A)
61-120 Day Open Account (O/A)
121-180 Day Open Account (O/A)
181-270 Day Open Account (O/A)
271-360 Day Open Account (O/A)
Other Terms

CAD means Cash Against Documents, SDDP means Sight Draft Documents Against Payment. For both CAD and SDDP terms it is expected that products and documents are not released to overseas customers prior to receiving payment from customers.

EXPORT-IMPORT BANK OF THE UNITED STATES
CREDIT AND COLLECTION PROCEDURES QUESTIONNAIRE

(Please use additional pages as needed.)

1. Does your company have a separate department which assesses credit risk?

☐ Yes ☐ No

If yes, how many employees are in the department? _____

2. Do the same individuals who assess domestic credit risk also assess foreign credit risks?

☐ Yes ☐ No

3. Please provide the following information on those involved in making foreign credit decisions:

<u>Name</u>	<u>Title</u>	<u>Years of Credit Experience</u>	<u>Years of Foreign Credit Experience</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Please provide the authority level for each position having the authority to approve credit limits on new buyers and renew or amend credit limits for existing buyers.

<u>Title</u>	<u>Department</u>	<u>Authority Level</u>	
		<u>New Buyer</u>	<u>Existing Buyers</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Can anyone overrule the decisions made by employees in the positions identified above?

☐ Yes ☐ No

If yes, please explain: _____

6. Please check **one**:

☐ Foreign buyer limits are established for a specified period by the employees in the positions above, with others then having the ability to clear shipments based on those approvals, **or**

☐ Employees in the positions above have to approve each order

7. a) For new foreign buyers or ones you have not extended credit to for over 12 months, at a minimum, what credit information would you require to consider approving a credit limit?

b) How current must this information be? _____

c) What general guidelines do you use to evaluate the information? _____

8. a) For existing foreign customers, what is the minimum information you would require to consider approving or renewing a credit limit?

- b) How current must this information be? _____
- c) What general guidelines do you use to evaluate the information? _____

9. Do you today have on file current financial information on your top five foreign customers?
☐ Yes ☐ No
10. a) How often are accounts receivable reports generated and reviewed? _____
- b) What position within the company reviews the reports?
11. When a foreign customer goes past due on an obligation that is not in dispute, what actions do you take within the following time frames to collect:
- 0 - 30 days past due _____

- 31 - 60 days past due _____

- 61 - 120 days past due _____

12. Assuming past dues are not insignificant or dispute related, at what point do you refuse to make further shipments to a past due account:

Signature: _____

Name (print): _____

Title: _____

Date: _____

Company: _____